



Victim Compensation & Government Claims Board

JOB OPPORTUNITY

OFFICE TECHNICIAN (TYPING)
VICTIM COMPENSATION PROGRAM
PERMANENT - Full Time
\$2510.00 - \$3050.00

Under the general supervision of the Assistant Deputy Executive Officer, Victim Compensation Program, the Office Technician (Typing) provides clerical support for the Assistant Deputy Executive Officer (ADEO).

DUTIES INCLUDE:

- Provides clerical support to the ADEO.
- Distributes mail and internal correspondence from the ADEO to the first line managers and supervisors; maintains office equipment, and requests necessary supplies; and routinely files documentation retained by the ADEO.
- Processes "Attorney Substitution or Change Requests" for VCP applicants.
- Processes requests for payment by attorneys where payments have not been made through the automated (VOX) system.
- Receives VCP claim status requests from attorneys, forwards request to the appropriate team supervisor for status, and independently prepares the response to the attorney for the ADEO's signature.
- Maintains tracking system for actions needed on VCP claims following board meetings.
- Acts as the Personnel Clerk for the ADEO.

DESIRABLE QUALIFICATIONS:

- Ability to operate various office machines.
- Ability to follow oral and written directions.
- Ability to meet and deal tactfully with all levels of staff and the public and to communicate effectively.
- Knowledge and ability to use the personal computers.
- Ability to handle and maintain confidential and sensitive information.
- Must be dependable and have excellent interpersonal and organizational skills.

WHO MAY APPLY:

Current Office Technicians (T) or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation & Government Claims Board
Human Resources Section
Attn: Robin Jones
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

FINAL FILING DATE:
June 3, 2006,
or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-200-1139-00x